

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE
MEETING
TOWN HALL
CONFERENCE ROOM B**

THURSDAY, MARCH 28, 2013

3 PM

MINUTES

Present: Chair Harry Birkenruth, Phil Barry, Mike Kirk, Toni Moran, Dave Pepin, Bill Simpson, Frank Vasington

Staff: Cynthia van Zelm, John Zaccaro (Partnership attorney by telephone)

1. Call to Order

Chair Harry Birkenruth called the meeting to order at 3:07 pm.

2. Approval of Minutes from February 28, 2013

Toni Moran made a motion to approve the minutes from February 28, 2013. Dave Pepin seconded the motion. The motion passed.

3. Review of Development Agreements

John Zaccaro reviewed the Partnership's development agreement with Storrs Center Alliance, and the Town's development agreement with Storrs Center Alliance and EdR. Mr. Zaccaro will gather additional information and provide a summary once he has reviewed all relevant agreements, before the next meeting.

4. Recommendation of Partnership DRAFT FY 2013-2014 Budget

Cynthia van Zelm said she had made the changes to the budget from suggestions at the last Committee meeting. Mr. Birkenruth said the Executive Committee had asked that Ms. van Zelm's position be benchmarked against others in the state and nationally before a decision is made on a salary increase.

Ms. Moran made a motion to recommend approval of the Partnership's FY 2013-2014 budget to the Partnership Board of Directors. Phil Barry seconded the motion. The motion was approved.

5. Update on Directors and Officers Insurance

Ms. van Zelm said she is continuing to work on alternatives for insurance coverage. The Committee agreed to try to finish up this review as soon as possible.

6. Adjourn

Ms. Moran made a motion to adjourn. Mr. Pepin seconded the motion. The meeting adjourned at 4:40 pm.

Minutes taken by Cynthia van Zelm